

# **Bylaws of the Clark County Board of Freeholders**

## **Article I. Name**

This body shall be known as the Clark County Board of Freeholders, hereinafter referred to as the "Board".

## **Article II. Incorporation of Board of County Commissioners' Resolution No. 2000-04-15**

Attached herewith, and incorporated herein, is a copy of Clark County Board of Commissioners' Resolution No. 2000-04-15.

## **Article III. Contact Information**

A. Unless and until otherwise determined by the Board, the business address for the Board will be care of Clark County, Board of Commissioners' Office, P.O. Box 5000, Vancouver, Washington 98666-5000; the telephone contact number shall be 360/397-2232; and the e-mail contact address shall be [homerule@co.clark.wa.us](mailto:homerule@co.clark.wa.us).

## **Article IV. Officers**

A. The Officers of the Board shall consist of Chair, Vice-Chair, and Secretary, with duties as follows:

1. The Chair shall preside over all meetings of the Board; shall be nominal head of the Board; shall rule on questions of procedure that may arise; shall call special meetings as provided in Article VII of these Bylaws; may create and dissolve permanent standing and ad hoc committees as needed and in accordance with these Bylaws; shall prepare an agenda for each regular or special meeting of the Board; and perform such other duties as may be provided in these Bylaws or authorized by the Board.

2. The Vice-Chair shall perform those duties and exercise those powers of the Chair in the absence or disability of the Chair; assist the Chair as requested; and perform such other duties as may be provided in these Bylaws or authorized by the Board.

3. The Secretary shall be responsible for receiving and sending all communication to and from the Board; shall notify the Freeholders of pertinent business; shall record the minutes of all Board meetings; shall give all notices required by statute, by-law, or Board resolution; shall maintain all official records of Board proceedings; and perform such other duties as may be provided in these Bylaws or authorized by the Board. The Clerk of the Board of Commissioners may serve as Secretary.

B. Officers shall be elected annually from the Board membership at the first regular meeting of each calendar year. Officers shall not be limited in number of successive years in office.

C. Terms of office shall commence immediately upon election. Outgoing Officers will continue until their successors are duly elected and take office.

D. Vacation of an office by an elected Officer shall be temporarily filled by appointment of the Chair until the next regular meeting of the Board, at which time nomination of a Freeholder(s) for the office may be received from the Freeholders present, and the office thereafter filled by a simple majority vote of the Board, or in the event of more than one nominee, that person who receives the most votes of the Freeholders present.

## **Article V. Committees**

A. The Chair may create and appoint such permanent standing and ad hoc committees as deemed necessary to conduct the Board's business.

B. The chair of each committee shall initially be appointed by the Chair of the Board. During the first meeting of each committee, the committee members shall select from their members an ongoing committee chair. The committee chair shall thereafter continue in that capacity until such time that the committee is dissolved by the Chair of the Board.

C. At the request of the Chair, and upon dissolution, committees shall submit written reports to the Board describing activities, findings, recommendations, and other pertinent information.

## **Article VI. Vacancies on the Board**

A. Vacancies on the Board, occurring pursuant to RCW 42.12.010, shall be declared by the Chair.

B. Vacancies shall be filled pursuant to RCW 42.12 and the Washington State Constitution.

## **Article VII. Meetings**

A. All meetings shall be held in accordance with the Open Public Meetings Act, RCW 42.30.

B. Regular meetings shall be established by the Board, which shall establish dates and times for all regular meetings.

C. Special meetings of the Board may be called at any time by the Chair provided that such special meeting date, time, place, and agenda shall be notified in writing to, at a minimum, all Freeholders, the County Administrator, the Board of Commissioners, and the Columbian, Oregonian, Reflector, and Post-Record newspapers at least five days in advance.

## **Article VIII. Quorum**

A. A quorum must be present for the conduct of any business at a meeting of the Board or a Board committee.

B. Except as otherwise specifically provided in these Bylaws, a quorum of any meeting of the Board shall consist of the Freeholders who represent a simple majority of the Board membership.

C. A majority of a committee shall constitute a quorum for the conduct of the business of the committee.

## **Article IX. Rules of Order**

Except as modified by these Bylaws, and when not in conflict with State law, all meetings shall be conducted informally with Roberts Rules of Order, Newly Revised Edition, as a guide.

## **Article X. Voting**

A. Freeholders shall each have one vote.

- B. All votes shall be cast by show of hands or open roll-call vote.
- C. All actions required to be approved by the Board shall require a simple majority of those present, unless otherwise specified in these Bylaws.

#### **Article XI. Budget Request**

The Board shall submit an annual budget request to the Board of Commissioners outlining the need for staff and resources to meet the needs of the Board for the appropriate budget period. Requests shall be submitted no later than August 1<sup>st</sup> of each year, except for, pursuant to Clark County Board of Commissioners' Resolution No. 2000-04-15, the 2001 budget.

#### **Article XII. Monetary Authorities**

- A. Prior to commitment of any non-petty cash funds of the Board, a majority of the Board present at a regular or special meeting must approve the proposed expenditure(s).
- B. The Chair (or Vice-Chair) and the Secretary shall sign approved warrants and payrolls for presentation to the County Auditor for payment.
- C. The Vice-Chair shall be responsible for petty cash. Expenditures from the petty cash fund shall be supported by receipts and shall not exceed \$25.00 for any single purchase.

#### **Article XIII. Adoption of Charter By Board**

- A. No motion shall be entertained for adoption on an article of the Charter developed by the Board unless notice has been given at the previous regular meeting that said article will be considered.
- B. The adoption of the Charter for submission to the County Electorate shall occur at a regular meeting to be held after notice has been given of such consideration at the previous regular meeting of the Board held at least five days prior to such meeting. No amendments shall be allowed and the vote shall be for the adoption of the Charter as a whole. Should the vote for adoption fail, the next item of business at that meeting shall be a section-by-section consideration of the Charter.

#### **Article XIV. Amendments to Bylaws**

A. Proposals for amendment or repeal of these Bylaws, in whole or in part, may be submitted by any Freeholder to the Board during any regular meeting, provided, however, that the amendment or repeal proposal has been duly included in the agenda for that meeting and a copy of the proposal provided to all Freeholders no less than five days prior to the meeting.

B. These Bylaws may be amended or repealed by a two-thirds (2/3) majority vote of the Board of Freeholders

C. Any amendment or repeal of these Bylaws approved by the Board shall become effective thirty days after the date of such amendment or repeal action.

D. The Secretary shall add the amendment or repeal as an integral part of these Bylaws. A notice of the approved amendment or repeal action shall be sent by the Secretary to all Freeholders within ten days of such action, at which time the Secretary shall distribute the full text of the amended Bylaws to all Freeholders.

#### **Article XV. Suspension of Bylaws**

Any Bylaw, with the exception of Article XIII and those which are otherwise superceded by law, may be suspended at any regular or special meeting, for that meeting only, by the unanimous consent of all Freeholders present at that meeting.